

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

February 21, 2006

CALL TO PODIUM:

Jim Arnoult
Pete Geiling

RESPONSIBLE STAFF:

Jim Arnoult
Michele McGleish
Pete Geiling

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other: Introduction

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Authorizing the City Manager to Negotiate and Execute a Contract for Architectural and Engineering Design Services for the Senior Center Space Planning Study (\$21,800)

SUPPORTING BACKGROUND:

Proposals for Architectural/Engineering Services were received by the City on January 25, 2006. The Selection Committee reviewed and evaluated proposals from five design firms based on the criteria listed in the RFP. The following firms were selected for interview:

Colimore Gallow Architects, Inc.
Lance Bailey & Associates, Inc.

Design teams from both firms were interviewed. Colimore Gallow Architects, Inc. was unanimously ranked as the most qualified and capable firm for the project.

It is recommended that a contract for the Senior Center Space Planning and Analysis Study be negotiated with Colimore Gallow Architects, Inc. based on a fee proposal in the estimated amount of \$21,800.00.

Funding for this contract is budgeted and available in the Gaithersburg UpCounty Senior Center CIP, 06-3.

DESIRED OUTCOME:

Approve Resolution

Resolution Request Form

**REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)**

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Jim Arnoult

Date of City Council Meeting: February 21, 2006

AUTHORIZING

Purchase _____ Award Contract _____ Transfer Funds _____ Negotiate / Execute a Contract ☒

RFP INFORMATION:

Advertisement Date December 7, 2005

Newspaper(s) Gazette

Proposals Received (date) January 25, 2006

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Award a contract for architectural and engineering schematic and construction plan design services for the redevelopment of Market Square Plaza, RFP #2005-013; C.I.P. #06-2

CONTRACTED/PURCHASE FROM:

Company Name: Colimore Gallow Architects, Inc..

Street Address: 1240 Key Highway

P. O. Box Number: _____

City/State/Zip: Baltimore, MD. 21230

CONTRACT/PURCHASE AMOUNT: \$21,800.00

Check One: In the Estimated Amount of ☒ Not to Exceed _____

FUNDS TO BE EXPENDED FROM: Operating Budget _____ Capital Improvements Budget ☒

Gaithersburg UpCounty Senior Center, CIP, 06-3.

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS

Available ☒ Not available _____

HW Belton
Finance Dept.

2/15/06
Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING
THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT
FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR THE SENIOR CENTER SPACE PLANNING STUDY

WHEREAS, a Request For Proposals for Architectural/Engineering Services for the Space Planning and Analysis Study at the Gaithersburg UpCounty Senior Center was duly advertised in the December 7, 2005, issue of the *Gaithersburg Gazette*, and proposals were received on January 25, 2006, from five qualified firms; and

WHEREAS, the Qualification and Selection Committee reviewed and evaluated all proposals according to the criteria in the RFP, and interviewed the two firms with the highest ranking proposals; and

WHEREAS, the Committee unanimously ranked Colimore Gallow Architects, Inc., as the most qualified and capable firm; and

WHEREAS, the Mayor and Council have determined to award a contract for the work to the highest ranked firm meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to negotiate and execute a contract for Architectural/Engineering Services for the Redevelopment of Space Planning and Analysis Study at the Gaithersburg UpCounty Senior Center to Colimore Gallow Architects, Inc, 1240 Key Highway, Baltimore, Maryland 21230, in the estimated amount of Twenty-One Thousand Eight Hundred Dollars (\$21,800); said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 21st day of February, 2006.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 21st day
of February.

David B. Humpton, City Manager